

FOLLOW UP LETTER – INFORMATION INTERVIEW

PAT WANNAJOB

123 Employment Avenue • Sometown, Anywhere A1B 2C3 • (123) 456-1234

November X, XXXX

Mrs. Employment
Human Resources Manager
Foodtoeat Grocery Store
123 Work Street
Sometown, Anywhere
B3C 1A2

Dear Mrs. Employment,

Thanks again for taking the time from your busy schedule to assess my qualifications. I enjoyed meeting with you and value your suggestions which I am using to further my career search. Your list of local and regional stores was particularly helpful.

I appreciate you retaining my resume for possible future employment and would like to point out that I am willing to take any training that would benefit your company.

Please note my new address and number. I will be calling you in the near future to keep you updated.

Sincerely,

Pat Wannajob